



Metropolitan Nashville Planning Department

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Downtown Code - Modification

Please complete this application for a modification request in Downtown Code Zoning Areas. (DTC). A letter of purpose; submittal of relevant site, building and/or signage plans, and other necessary documentation are also required upon submission of this application to the Planning Commission.

Applications shall be submitted two weeks prior to scheduled Design Review Committee meeting date.

DTC Sub-District: _____ Project Name: _____

Property address _____

Map: _____ Parcel Number: _____

Date Submitted: _____ Application Number: _____
(assigned by Planning Dept. staff)

Major Modification: \$2,800 Minor Modification: \$1,100

APPLICANT:

☐ Architect/Engineer/Consultant ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other

Property Ownership: Affected property owner(s) shall sign the application for any DTC Modification. Failure to provide this information will deem your application **incomplete** and postpone your application's consideration.

Applicant's Name: _____ Property Owner's Name: _____

Company Name: _____ Company Name: _____

Address: _____ Address: _____

E-mail: _____ E-mail: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Applicant's Signature: _____ Property Owner's Signature: _____

DTC Modification Proposal shall include:

1	A letter of purpose indicating the reason for the modification. Identify how the proposed modification complies with the intent of the DTC.	
2	Relevant site plans, building elevations, and landscape plans associated with the proposed modification	
3	Proposals shall include all relevant information needed to determine zoning compliance including site and building dimensions. Signage proposals shall include relevant drawings with dimensions, materials and lighting source indicated.	
4	Scale: All proposal drawings submitted must be to scale and labeled with dimensions.	

DTC CHECKLIST: what to submit for the Modification

1	Complete the DTC modification application form.	
2	Proposal submission; one (1) digital copy and one (1) hard copy.	
3	On day of DRC meeting, please provide eleven (11) hard copies.	